

STATE PROCUREMENT OFFICE

SPO Price List No. 97-48 (Oahu)
Replaces SPO Price List No. 96-69

1997 CALENDAR REFILLS, STANDS & APPOINTMENT BOOKS
(IFB-97-188-O)

Order Deadline: September 12, 1997

PURCHASE ORDERS for 1998 Calendar Refills, Stands & Appointment Books shall be placed with the following vendor using the designated vendor code:

<u>Vendor Code</u>	<u>Vendor</u>	<u>Address</u>	<u>Telephone</u>
14812-00	Hawaii Stationery Co., Ltd.	98-1418 Koaha Place Aiea, HI 96701	486-3200

UNIT PRICES include delivery to destination and all other costs EXCEPT the State General Excise Tax which is currently 4%. Agencies are advised to add the amount of the tax to their purchase order total. General excise tax shall not be applied to delivery charges.

PURCHASE ORDERS must be received by the vendor no later than **September 12, 1997**. Order shall be based on the requirements submitted in response to SPO Circular No. C97-16, dated February 28, 1997. It is the agency's responsibility to insure that purchase orders are sent to the vendor on a timely basis. The vendor is not obliged to accept any order received after September 12, 1997.

DELIVERY shall be made by December 15, 1997.

In the interest of minimizing both purchase order processing and vendor's delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price lists as possible and to issue those orders as soon as possible. Also, please try to maximize your orders to minimize deliveries.

Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from date of delivery.

STATE'S COMMITMENT. Pursuant to Section 3-121-6, Hawaii Administrative Rules, it is mandatory that all agencies of the Executive Branch, including the Department of Education and the University of Hawaii, will purchase from price lists issued by the State Procurement Office (SPO). Further, the chief procurement officers for the Judicial and Legislative Branches have agreed and committed to the terms of this price list.

"SPO Price List No. PL 97-48" must be typed on purchase orders issued against this price list.

Specific questions relating to the various products listed shall be directed to Hawaii Stationery Co., Ltd. Other questions relating to this price list may be directed to Sharon Koga at 586-0562.

ROBERT J. GOVERNS, CPPB
Procurement Officer

<u>Item</u> <u>No.</u>	<u>Description</u>	<u>Brand Name and No.</u>	<u>Unit</u> <u>Price</u>
<u>GROUP I - 1996 DESK CALENDAR REFILLS AND STANDS</u>			
1.	<u>Vertical Format</u>		
a.	3" x 4", flip-up date/memo section, holes 2" apart	<u>At-A-Glance</u> AAGE31350	\$1.55 each
b.	Base: plastic, black	AAGK13BK	5.55 each
2.	<u>Medium Book Style</u>		
a.	3" x 3-3/4", two pages per day, unruled, holes 1-1/4" apart	<u>At-A-Glance</u> AAGE91950	1.44 each
b.	Base: plastic, black	AAGE19BK	2.88 each
3.	<u>Jumbo Book Style</u>		
a.	3-1/2" x 6", 2 pages per day, 1/2-hour appointments on left page, holes 2" apart	<u>At-A-Glance</u> AAGE71750	.74 each
b.	Base: plastic, black	AAGE17BK	3.22 each
	brown	AAGE17BN	3.22 each
	putty	AAGE17PT	3.22 each
4.	<u>Pad Style</u>		
	5" x 8", tear-off page with preceding, current, and following months on each page, 1/2-hour appointments	<u>At-A-Glance</u> AAGE45850	3.11 each
<u>GROUP II - APPOINTMENT BOOKS</u>			
5.	<u>Daily</u> , 5" x 8", 1 weekday per page, 1/4-hour appointments, nonrefillable	<u>At-G-Glance</u> AAGG1000098 AAGG1001498	3.78 each 3.78 each
	black		
	red/burgundy		
6.	<u>Weekly</u> , 5" x 8", 1 week per two pages, hour appointments, separate tabbed phone/address section, refillable, black	<u>At-A-Glance</u> AAGG2300098	11.06 each
a.	Weekly refills	AAGG2305098	3.36 each
b.	Tabbed phone/address refill	AAGG23071	3.05 each
7.	<u>Weekly</u> , 3-3/4" x 6", 1 week per two pages, hour appointments, tabbed phone/address section, nonrefillable, black	<u>At-A-Glance</u> AAGG2500098	3.27 each
8.	<u>Weekly</u> , 5" x 8", 1 week per two pages, hour appointments, nonrefillable	<u>At-A-Glance</u> AAGG2000098 AAGG2001498	2.88 each 2.88 each
	black		
	red		
9.	<u>Weekly</u> , 5" x 8", 1 week per two pages, hour appointments, tabbed phone/address section, nonrefillable	<u>At-A-Glance</u> AAGG2100098 AAGG2101498	3.53 each 3.53 each
	black		
	red		

<u>Item</u> <u>No.</u>	<u>Description</u>	<u>Brand Name and No.</u>	<u>Unit</u> <u>Price</u>
<u>GROUP II - APPOINTMENT BOOKS (continued)</u>			
10.	<u>Weekly</u> , 13-month planner, 6-7/8" x 8-3/4", 1 week per two pages, daily columns, open appointments, nonrefillable, black	<u>At-A-Glance</u> AAGG5900098	\$4.55 each
11.	<u>Weekly</u> , Professional Appointment Book, 8" or 8-1/2" x 11", 1 week (Mon-Sun) per two pages, 1/4-hour appointments, nonrefillable	<u>At-A-Glance</u> AAGG5200098	3.98 each
	black	AAGG5201498	3.98 each
	red		
12.	<u>Monthly</u> , 6-7/8" x 8-3/4", 1 month per two pages, memo section, nonrefillable	<u>At-A-Glance</u> AAGG4000098	3.00 each
	black	AAGG4001498	3.00 each
	red		
13.	<u>Monthly</u> , Business Oriented Appointment Book, 8" x 10", 1 month per two pages, (starts w/Monday), phone/address and perforated memo section, nonrefillable, black	<u>At-A-Glance</u> AAG701300598	6.14 each
14.	<u>Monthly</u> , 8" x 12" +1/2", 1 month per two pages, 14-months (Dec-Jan), ruled daily squares, nonrefillable	<u>At-A-Glance</u> AAGG4700098	3.44 each
	Black	AAGG4701498	3.44 each
	Red		
15.	<u>Monthly</u> , Academic/Fiscal Appointment Book/Planner, 8-1/2" x 12" +1/2", minimum 13-months, (July-July/August) one month per two pages, large daily scheduling blocks, nonrefillable, nonrefillable, wire bound, black	<u>At-A-Glance</u> AAGAY20098	2.72 each
<u>GROUP III - CALENDAR</u>			
16.	<u>Wall/Desk Calendar</u> , 22" x 17", 12 months, 1 month per tear-off sheet, 2 eyelets at top for hanging, nonrefillable, black	<u>At-A-Glance</u> AAGSK240098	1.45 each
17.	<u>12-Month Wall Calendar</u> , 24" x 36", reversible (vertical year on one side, horizontal year on the other side)	<u>At-A-Glance</u> AAGPM2122898	3.76 each
<u>GROUP IV - DIARIES</u>			
18.	<u>Perpetually Dated</u> , 3-3/4" x 6-1/8", (month and day, no year), 2 days per page, 13 lines per day, nonrefillable, black	<u>At-A-Glance</u> AAG807220598	4.70 each

<u>Item</u> <u>No.</u>	<u>Description</u>	<u>Brand Name and No.</u>	<u>Unit</u> <u>Price</u>
<u>GROUP IV - DIARIES (continued)</u>			
19.	<u>Dated, Commercial Diary</u> , 5-3/4" x 8-1/4" 1 day per page, no columns, hard cover bound, faint ruling, red	<u>At-A-Glance</u> AAGSD3891398	\$8.30 each
20.	<u>Dated, Daily Journal</u> , 7-11/16" x 12-1/8", 1 day per page, description and expense columns, hard cover bound, red	<u>At-A-Glance</u> AAGSD3771398	20.10 each
<u>GROUP V - PLANNERS</u>			
21.	<u>Daily Planning System</u> , 12 wire bound monthly fillers daily format, 2 pages per weekday, space for appointments, priorities, expenses Refill includes 12 monthly fillers, 12 monthly expense record index cards, 2 memo pads, phone-address directory, 5-year planner, and reusable storage box		
a.	3" x 5"	<u>At-A-Glance</u> AAGP90S10XX	10.70 each
b.	3-1/2" x 6-1/2"	AAGP90L10XX	12.25 each
	Cover, simulated leather, black		
c.	3" x 5"	AAGP216S05	3.40 each
d.	3-1/2" x 6-1/2"	AAGP216L05	3.85 each
23.	<u>Daily Planning System</u> 5-1/2" x 8-1/2", "Franklin Quest" format, daily loose leaf, 2-pages per day format with space for priorities, appointments, expenses, and time/log diary		
a.	Refill includes 12-month daily format, 12 month expense summary/ auto record log, 5 year planner, phone/address directory, 12 tabbed monthly dividers, 1 page marker/ruler, instructional brochure, reusable storage box		
	January '97 to December '97	<u>At-A-Glance</u> AAGC901098	14.70 each
	April '97 to March '98	AAGC911098	14.70 each
	July '97 to June '98	AAGC921098	14.70 each
	October '97 to September '98	AAGC931098	14.70 each
b.	Binder, 7-ring, chrome hardware, business cardholder, pen loop, extra paper flap, memo pad slot		
	Black	AAGC56705	19.96 each
	Burgundy	AAGC56759	19.96 each

